

IT Instr4010

**IT Asset Mgmt Plan Instructions**

FY06-07

This schedule is intended to describe the department's objectives, policies, and resources focused on supporting the decisions necessary to manage all IT assets throughout their entire lifecycle.

**Changes from last year's version**

1. In section 5 ("Architecture"), expanded the "Applications" sub-section to include a group of Security tools.

**Objective**

Specifically, how does the department build, maintain and utilize a reliable, centralized collection of data on IT assets for managing them during their entire lifecycle?

**Assumptions****Definition:**

More than referencing the disposal of obsolete technology, an **IT Asset Management Plan** references the organizational processes and resources necessary to track and manage technology changes over time. Managing IT assets is neither a singular event nor as simple as choosing a tool.

True management of an organization's entire IT asset base from a cost, contractual, inventory, and support standpoint requires establishing and integrating three information sets (which in turn requires associated tools and processes):

Information set	Purpose	Supports
Deployment/Replacement	gives a "snapshot in time" tracks evidence of technology usage	Technology
Staffing/Help Desk	resolves user problems initiates moves, adds & changes	People
Ownership Management	tracks ownership information, budgeting, forecasting, vendor negotiations, invoice validation	Lowering cost of entire asset management process

It is not necessary to implement all aspects of an Asset Management plan at one time. Each information set has value on its own, so when any one of them is operational and accessible, an organization will begin to realize benefits. Integrating all of these information sets will bring additional, cumulative savings.

**Instructions**

Section	Description
1. Plan Description	A brief description of the department's strategy for asset mgmt (e.g. reactive/break-fix vs. proactive lifecycle refresh; IT-only decision vs. business unit SLA-driven).
2. Deployment/Replacement	Explanation of the department's processes and tools for managing the deployment/replacement of IT assets including responsible parties.
3. Staffing (help desk)	Explanation of the department's processes and tools for managing user

		support on IT assets including responsible parties.
4. Ownership		Explanation of the department's processes and tools for managing the ownership information of IT assets including responsible parties.
5. Architecture		Briefly describe the department's current and target technical architectures as well as the status of migration from one to the other. Reference each of the universal components:
	User	HW: desktop (client, PC, terminal, web browser) SW: interface (client/server, web services)
	Applications	Other <ul style="list-style-type: none"> <li>• database (Adabase, DB2/Informix, MS SQL, Oracle, Sybase, open source)</li> <li>• directory (MS Active Dir, Novell NDS)</li> <li>• development (Cobol, Java, MS .NET, Natural, OOA/OOD)</li> <li>• e-mail (MS Exchange, Groupwise, open source)</li> <li>• productivity (Corel, MS Office, open source)</li> </ul>
		Security tools <ul style="list-style-type: none"> <li>• anti-spyware (e.g., Ad-Aware, PestPatrol, Spybot, custom)</li> <li>• anti-virus (e.g., MXLogic, Symantec, custom)</li> <li>• central event log analysis (e.g., MS, Webtrends, custom)</li> <li>• patch mgmt (e.g., ConfigureSoft, MS, Patchlink, custom)</li> <li>• vulnerability mgmt (e.g., CA, Cisco, SecureInfo, Symantec, custom)</li> </ul>
	Data	Data model, DAS, NAS, SAN
		Computing / Servers
		Clustering, Mainframe, n-tier, Linux, UNIX, Wintel
		Network
		Internet, Intranet, LAN, TCP/IP, SNA, WAN, wireless
		Facilities
		Multiple in-house data cntrs vs. out-sourced hosting
6. Standards	Lifecycle	This is a figure, in years and should match the figure used in column E on IT Sch4000.
	Source	Reference the source of the selected lifecycle (e.g. State standard, universal business standard, specific industry best practice, department policy).

Section	Description
Comments	Provide any additional information including explanation and/or justification for information provided in other sections of this IT Schedule.